



# CORPORATE HUMAN RESOURCES INFORMATION SYSTEM (CHRIS) TRAINING WORKFLOW



# Purpose of Briefing

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Provide employees and managers with an update on the use of the CHRIS Training Workflow process; and

Provide information on how the Enterprise Training Services will support employees in registering and approving training.



# What CHRIS Training Workflow Will Do

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Route training transactions automatically to the correct individuals;

Utilize secure electronic signatures; and

Send e-mail notifications of pending actions.



# Advantages of Using CHRIS Workflow

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Employees and managers can request training easily via the web;

Workflow provides the ability to track and monitor training transactions;

The system provides accurate and timely information; and

Employees and managers can interact with ETS more effectively.



# CHRIS Training Workflow Process

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Access the CHRIS Workflow Website;

Set up or update an Employee Training  
Workflow Profile;

Complete a training request;

Approve a request; and

Process a request.



# CHRIS Training Workflow Process

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Access the CHRIS Workflow  
Website



# Access ESS



U.S. Department of Energy

## Employee Self Service



Key to Your Information Universe

ABOUT ESS

LOGIN

GET/FORGOT  
PASSWORD

CONTACTS

TRAINING  
CATALOG

HELP

PRIVACY/  
SECURITY

— Login with your SSN  
or CHRIS ID and  
password



# Access CHRIS Workflow Through ESS

ESS: Welcome - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites History Print

Address [2b2i2d2b2i2e292c1e29252h28252c28282a292e2f2c2h2a2d2a2d283](#) Go Links Best of the Web Channel Guide

**employee self service** Welcome Page | What's New | Feedback

Review Update **CHRIS/PeopleSoft** Training IDP TQF PRCDF Self Service ATAAPS Help

[Click on CHRIS/PeopleSoft](#)

[Text-only menu](#)

Good evening, **John Smith** Today is Thursday, September 16, 2004, 06:19:06 PM EDT.

**Help with printing your LES**

### General Information

ESS Help Desk: 301-903-0605  
[ESSSupport@hq.doe.gov](mailto:ESSSupport@hq.doe.gov)

Payroll/ATAAPS Help Desk: 301-903-4433  
[PayrollCSRHelpDesk@hq.doe.gov](mailto:PayrollCSRHelpDesk@hq.doe.gov)

Your email: [smoya@doeal.gov](mailto:smoya@doeal.gov)  
([Update your official DOE email address](#))

### What's New

**[CHRIS/ESS Customer Satisfaction Survey](#)**  
We need your feedback about different aspects of the CHRIS System to help us continue to improve.

- [09/13/2004 - Single sign-on to CHRIS/PeopleSoft](#)
- [09/13/2004 - Life events menu item moved](#)
- [09/13/2004 - New Menu Structure for ATAAPS](#)

[View all bulletins](#)

Start I.. F.. T.. F.. C.. S.. F.. R.. C.. E.. I.. W.. R.. Internet 4:21 PM





# Access CHRIS Workflow Through ESS

ESS: CHRIS/PeopleSoft connector - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites History Print

Address 2b2i2d2b2i2e292c1e29252h28252c28282a292e2f2c2h2a2d2a2d283 Go Links Best of the Web Channel Guide

**employee self service** Welcome Page | What's New | Feedback | Change password | FAQ | Links | DOE Phonebook | Logoff

Review Update CHRIS/PeopleSoft Training IDP TQP PMCDP GTN Parking ATAAPS Help

[Text-only menu](#)

## Connect to CHRIS/PeopleSoft

You can now access your CHRIS/PeopleSoft account through Employee Self Service without entering a separate password in order to initiate and approve actions through workflow and process HR actions and training requests.

NOTE: You can only access your account through a workstation located at a DOE site which is connected via DOENet. This feature **is not available** through your home internet service provider (ex. AOL, Comcast, Adelphia, etc.)

Connect to CHRIS

Start I.. F. T. F. C. S. F. R. C. E. I.. W. R. D. Internet 4:21 PM



# CHRIS Training Workflow Process

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Access the CHRIS Workflow Website

Set up or update your Employee Training Workflow Profile



# Set Up Your Employee Training Workflow Profile

The screenshot displays the CHRIS web application interface. At the top, there is a blue header bar with the CHRIS logo on the left and navigation links for 'Home', 'Add to Favorites', and 'Sign out' on the right. On the left side, a 'Menu' window is open, featuring a search bar and a list of options: 'My Favorites', 'Help!', 'CHRIS Workflow' (which is expanded to show 'HR' and 'Training'), 'Change My Password', and 'My Personalizations'. Two red arrows point from text boxes to the 'CHRIS Workflow' and 'Training' options in the menu.

**Select "CHRIS Workflow"**

**Select "Training"**



# Set Up Your Employee Training Workflow Profile

A screenshot of the CHRIS web application interface. The browser window has a blue header bar with the CHRIS logo on the left and navigation links "Home", "Add to Favorites", and "Sign out" on the right. On the left side of the page is a "Menu" panel. It contains a "Search:" field with a magnifying glass icon. Below the search field is a tree view of the application's menu structure. The "CHRIS Workflow" section is expanded, showing "HR", "Training", "Training Requests", "Setup", "Inquire", "Change My Password", and "My Personalizations". The "Setup" item is highlighted with a blue background. A red arrow points from a text box labeled "Select 'Setup'" to the "Setup" item. Another red arrow points from a text box labeled "Select 'Empl Training Workflow Profile'" to the "Empl Training Workflow Profile" link, which is a sub-item under "Setup".

**Select "Setup"**

**Select "Empl Training Workflow Profile"**



# Set Up Your Employee Training Workflow Profile

Menu

Search:

- My Favorites
- Help!
- CHRIS Workflow
  - Training
    - Training Requests
  - Setup
    - Empl Training Workflow Profile**
  - Inquire
- [Change My Password](#)
- [My Personalizations](#)

Home | Add to Favorites | Sign out

[New Window](#) | [Customize Page](#) | [http](#)

**Empl TR WF Profile**

EmplID: 21471      Name: Smith, John

☐ ETS Override      SubAgency For Approver Lookup: XE

**Workflow Routing**

	Workflow Role	SF-182 Role	Skip	Approver
*Step1:	Approver1	26A	<input type="checkbox"/>	<input type="text"/>
*Step2:	Approver2	27A	<input type="checkbox"/>	<input type="text"/>
*Step3:	Approver3	28A	<input type="checkbox"/>	<input type="text"/>
*Step4:	Budget	29A	<input type="checkbox"/>	<input type="text"/>
*Step5:	Trng Proc	30A	<input type="checkbox"/>	<input type="text"/>

Save      Return to Search

**Ensure the correct DOE Element is selected.**

**Click on magnifying glass for list of approvers.**



# Set Up or Update the Employee Training Workflow Profile

**Click on "Look Up"**

You may limit your search by entering the individual's approver ID or last name (or a portion of it).

**Menu**

Search:

- My Favorites
- Help!
- CHRIS Workflow
  - Training
    - Training Requests
    - Setup
      - Empl Training Workflow Profile**
      - Inquire
  - Workforce Development
  - Enterprise Learning
  - Worklist
  - Reporting Tools
  - DOE Reports
    - [Change My Password](#)
    - [My Personalizations](#)

**Look Up** **Clear** **Cancel** [Basic Lookup](#)

**Search Results**

View All First 1-100 of 232 Last

Name	Department Name 40 character
<a href="#">Adcock, Larry D</a>	<a href="#">A/M for Science &amp; Technology</a>
<a href="#">Alawiye, Valerie E</a>	<a href="#">A/M for Contract Admin &amp; Business Mgmt</a>
<a href="#">Allison, Debra A</a>	<a href="#">Office of the Director</a>
<a href="#">Alvarado, Carlos R</a>	<a href="#">A/M for Oversight &amp; Assessment</a>
<a href="#">Arias-Ortega, Pamela R</a>	<a href="#">Office of Chief Counsel</a>
<a href="#">Arkin, Richard W</a>	<a href="#">Ofc of the Mgr, Savannah River Site Ofc</a>
<a href="#">Babero, Geraldine V</a>	<a href="#">A/M for Site Operations</a>
<a href="#">Baca, D Ronald</a>	<a href="#">Nuclear Explosive Safety Division</a>

**Click on the individual's name.**



# Set Up or Update the Employee Training Workflow Profile

Home | Add to Favorites | Sign out

[New Window](#) | [Customize Page](#) | [http](#)

**Menu**

Search:

- My Favorites
- Help!
- CHRIS Workflow
  - Training
    - Training Requests
    - Setup
      - Empl Training Workflow Profile**
- Inquire
- [Change My Password](#)
- [My Personalizations](#)

**Empl TR WF Profile**

EmplID: 21471      Name: Smith, John

☒ ETS Override      SubAgency For Approver Lookup: XE

**Workflow Routing**

	Workflow Role	SF-182 Role	Skip	Approver
*Step1:	Approver1	26A	<input checked="" type="checkbox"/>	Approver 1
*Step2:	Approver2	27A	<input checked="" type="checkbox"/>	
*Step3:	Approver3	28A	<input checked="" type="checkbox"/>	
*Step4:	Budget	29A	<input type="checkbox"/>	Joe Consultant
*Step5:	Trng Proc	30A		Processor East, Training

**Click on "Save" when you have completed the Profile.**

**Select ETS Override.**

**Select your supervisor for Step 1.**

**Select Step 2 approver or Skip.**

**Select Step 3 approver or Skip.**

**Select your Training Consultant in Step 4**

**Select Processing center in Step 5.**





# CHRIS Training Workflow Process

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Access the CHRIS Workflow Website


Set up or update your Employee  
Training Workflow Profile

Complete a Training Request





# Complete a Training Request



**Menu**

Search:

>>

▷ My Favorites

▷ Help!

▽ CHRIS Workflow

▷ Training

▷ Training Requests

▽ Setup


– Empl Training Workflow Profile

▷ Inquire

– [Change My Password](#)

– [My Personalizations](#)

[Home](#) | [Add to Favorites](#) | [Sign out](#)


[New Window](#) | [Customize Page](#) | 

**Empl TR WF Profile**




**EmplID:** 21471


**Name:** Smith, John


☐ **ETS Override**

**SubAgency For Approver Lookup:** XE 

**Workflow Routing**

	Workflow Role	SF-182 Role	Skip	Approver
*Step1:	Approver1	26A	<input type="checkbox"/>	 Approver 1
*Step2:	None/Skip	N/A	<input checked="" type="checkbox"/>	
*Step3:	None/Skip	N/A	<input checked="" type="checkbox"/>	
*Step4:	Budget	29A	<input type="checkbox"/>	 Joe Consultant
*Step5:	Trng Proc	30A	<input type="checkbox"/>	 Processor East

 Save

 Return to Search

17



# Complete a Training Request

Menu

Search:

- My Favorites
- Help!
- CHRIS Workflow
  - Training
    - Training Requests
      - Create/Modify Training Request**
    - Setup
    - Inquire
    - [Change My Password](#)
    - [My Personalizations](#)

Home | Add to Favorites | Sign out

[New Window](#) | [Customize Page](#) | [http](#)

**Training Request** | **Approval Routing**

**Approvers** [Find](#) | [View All](#) | [First](#) | 2 of 61 | [Last](#)

**Name:** McSmith, John **Start Date:**

**Course Code:** **Session #:**

**Course Title:** **Attendance:** Request

**Email:** GWPointsVT@netl.doe.gov **Workflow Entry:** Y

☐ XE ☐ SubAgency Approver Lookups: ☐ ETS SubAgency Override

Workflow Role	Approver	Skip	Status	Action Date	Recycle Remark	Denial Remark
<b>Step0:</b> Initiator	Moya, Sharon D		Requested	07/13/2006	<a href="#">Training Approver Guide</a>	
<b>Step1:</b> Approver1	Approver 1					
<b>Step2:</b> None/Skip		<input checked="" type="checkbox"/>				
<b>Step3:</b> None/Skip		<input checked="" type="checkbox"/>				
<b>Step4:</b> Budget	Joe Consultant	<input type="checkbox"/>				
<b>Step5:</b> Trng Proc	Processor East, Trng					

**Remarks:**

Select  
"Create/Modify  
Training  
Request"



# Complete a Training Request

Click "View All" or use arrows to view

Menu

Search:

- My Favorites
- Help!
- CHRIS Workflow
  - HR
  - Training
    - Training Requests
      - Create/Modify Training Request
      - Setup
      - Inquire
    - Change My Password
    - My Personalizations

Training Request | Approval Routing

Find | View All | First | 1 of 39 | Last

Create Request | Delete Request

Name: Smith, John | Subagency: | Workflow Entry:

Training Request Guide

\*Attendance: Completed

Course Code: | Course Title: National Incident Management S | Course Type: Safeguards & Security Issu | Session #: | NonDOE Vendor Crse#: ERO-132DW | Begin/End Date: 06/30/2005 | 06/30/2005 | Start Time: 8:00AM | End Time: 10:00AM | Duty Hours: 2 | Non Duty Hrs: | Total: 2.00

Est Direct Costs

Tuition \$	
Books \$	
Materials \$	
Other \$	

Indirect Costs

Travel \$	
Per Diem \$	
Other \$	

Vendor Name: EOTA | Country: USA | Address Line 1: P. O. Box 5400 | City/State/Zip: Albuquerque NM 87185 | Phone: 505/845-4279 | Training Location: | City/State/Postal: | \*Training Reason: JobRelated

Training Objectives: | Remarks: National Incident Management System Overview

Done | Trusted sites

# Complete a Training Request

**For external courses, those fields marked with a diamond must be completed.**

Menu

Search:

- My Favorites
- Help!
- CHRIS Workflow
  - HR
  - Training
    - Training Requests
      - Create/Modify Training Request
    - Setup
    - Inquire
- Change My Password
- My Personalizations

Training Request | Approval Routing

Training Request [Find](#) | [View All](#) [First](#) 2 of 40 [Last](#) [Delete Request](#)

Name: Smith, John Subagency: X<sub>J</sub> Workflow Entry: Y

Cancel Request ☐

\*Attendance: Request

Course Code: DOE Class

Course Title:

Course Type:

Session #: NonDOE Vendor Crse#:

Begin/End Date: 31 31

Start Time: End Time:

Duty Hours: Non Duty Hrs: Total:

Vendor Name:

Country: USA

Address Line 1:

City/State/Zip:

Phone:

Training Location: City/State/Postal:

\*Training Reason:

Conference ☐ TQP Related ☐

On IDP ☐ Transition Related ☐

Est Direct Costs

Tuition \$	
Books \$	
Materials \$	
Other \$	

Indirect Costs

Travel \$	
Per Diem \$	
Other \$	

Training Objectives:

Remarks:

# Complete a Training Request

**For external courses, those fields marked with a diamond must be completed.**

Menu  
Search:  
My Favorites  
Help!  
CHRIS Workflow  
HR  
Training  
Training Requests  
Create/Modify Training Request  
Setup  
Inquire  
Change My Password  
My Personalizations

Home | Add to Favorites | Sign out

Find | View All | First 2 of 41 Last  
Delete Request

Name: Smith, John Subagency: XE Workflow Entry: Y  
Cancel Request ☐ Training XJ Test Guide

\*Attendance: Request  
Conference ☐ TQP Related ☐  
On IDP ☒ Transition Related ☐

Course Code: DOE Class  
Course Title: Pre-Retirement Planning  
Course Type: Human Resources Issue  
Session #: NonDOE Vendor Crse#:   
Begin/End Date: 06/13/2006 06/15/2006  
Start Time: 8:00AM End Time: 5:00PM  
Duty Hours: 16 Non Duty Hrs: Total: 16.00  
Vendor Name: USDA Graduate School  
Country: USA  
Address Line 1: 600 Maryland Avenue  
City/State/Zip: Washington DC 20024  
Phone:  
Training Location: Oak Ridge TN  
City/State/Postal:  
\*Training Reason: Develop Attach File

Est Direct Costs  
Tuition \$ 300  
Books \$  
Materials \$  
Other \$

Indirect Costs  
Travel \$  
Per Diem \$  
Other \$

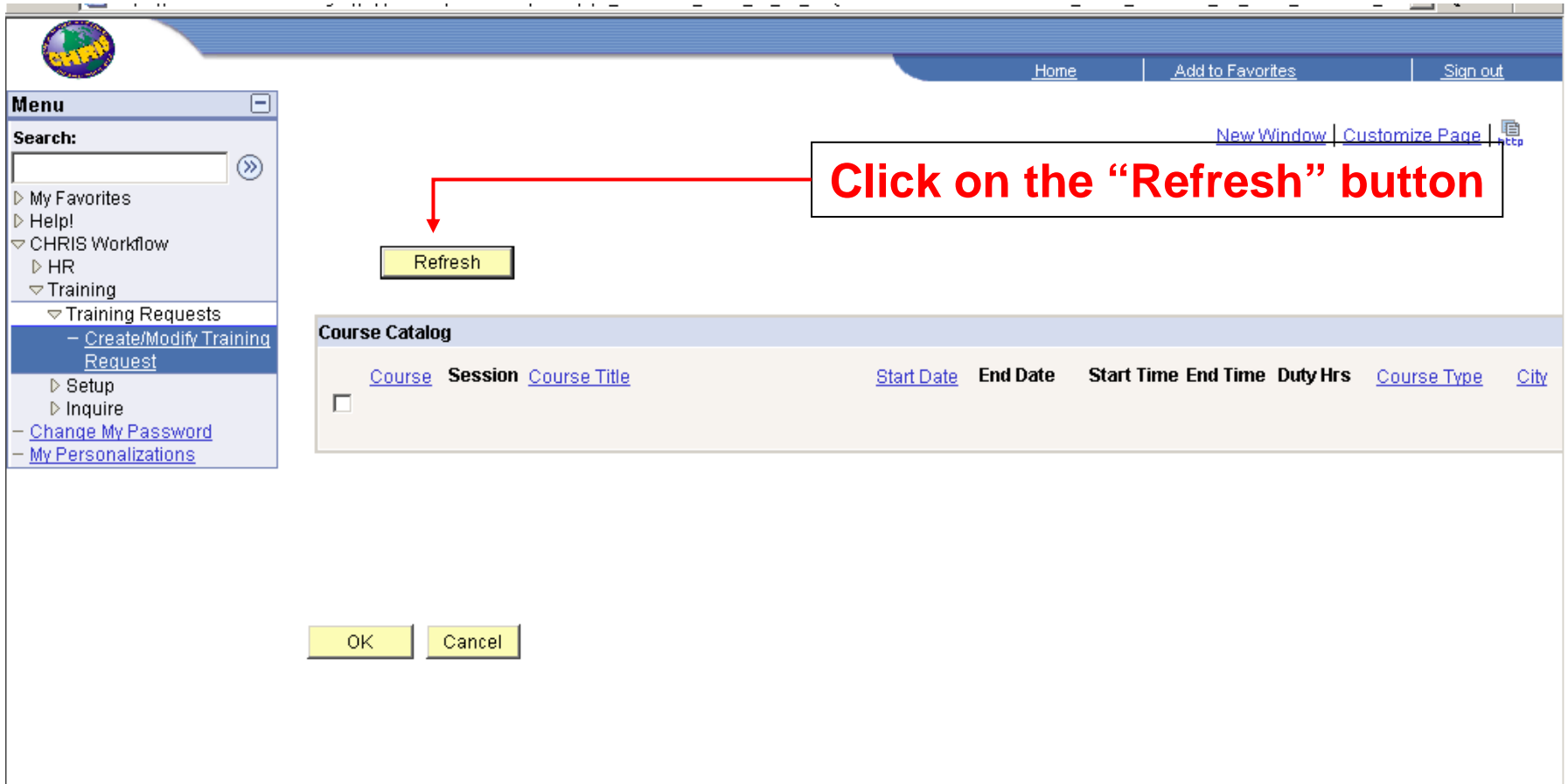
Training Objectives: To plan for my retirement.  
Remarks: This course is highly recommended by financial planners to ensure that I have enough funds to retire.

**Check box/boxes that apply.**

**Enter estimated direct and indirect costs.**



# How to Access CHRIS Complete a Course Catalog Training Request









# How to Access CHRIS

## Complete a Training Request

The screenshot displays the CHRIS web application interface. On the left is a 'Menu' sidebar with a search bar and a tree view containing 'My Favorites', 'Help!', 'CHRIS Workflow', 'HR', 'Training', 'Training Requests', 'Create/Modify Training Request' (highlighted), 'Setup', 'Inquire', 'Change My Password', and 'My Personalizations'. The top navigation bar includes 'Home', 'Add to Favorites', and 'Sign out' links. The main content area shows a table of training requests with columns for checkboxes, IDs, titles, dates, times, durations, categories, and names. At the bottom, a red arrow points from a text box to 'OK' and 'Cancel' buttons.

Checkbox	ID1	ID2	Title	Date1	Date2	Time1	Time2	Duration	Category	Name
<input type="checkbox"/>	000807	0010	Theater Nuclear Operations	07/31/2006	08/04/2006	8:00AM	5:00PM	40.0	ES&H	Kir Alk
<input type="checkbox"/>	000170	0024	WMD-Proliferatn, Terror & Resp	03/27/2006	03/31/2006	8:00AM	5:00PM	40.0	ES&H	Kir Alk
<input type="checkbox"/>	000170	0025	WMD-Proliferatn, Terror & Resp	06/19/2006	06/23/2006	8:00AM	5:00PM	40.0	ES&H	Kir Alk
<input type="checkbox"/>	000416	0024	Weapons Mass Dest Comd Ctl Crd	05/15/2006	05/18/2006	8:00AM	5:00PM	32.0	Ops Tech	Kir Alk
<input type="checkbox"/>	000416	0025	Weapons Mass Dest Comd Ctl Crd	08/14/2006	08/17/2006	8:00AM	5:00PM	32.0	Ops Tech	Kir Alk

**Scroll to the bottom of the screen and click OK**

OK Cancel





# Complete a Training Request

Home Add to Favorites Sign out

New Window Customize Page http

**Menu**

Search:

- My Favorites
- Help!
- CHRIS Workflow
  - Training
    - Training Requests
      - Create/Modify Training Request
- Setup
- Inquire
- Change My Password
- My Personalizations

**Training Request** **Approval Routing**

**Approvers** Find View All First 2 of 61 Last

Name: Smith, John Start Date:

Course Code: Session #:

Course Title: Attendance: Request

Email: GWPointsVT@netl.doe.gov Workflow Entry: Y

XE SubAgency Approver Lookups: ETS SubAgency Override

Workflow Role	Approver	Skip	Status	Action Date	Recycle Remark	Denial Remark
Step0: Initiator	Moya, Sharon D		Requested			
Step1: Approver1	Approver 1	<input type="checkbox"/>				
Step2: None/Skip		<input checked="" type="checkbox"/>				
Step3: None/Skip		<input checked="" type="checkbox"/>				
Step4: Budget	Joe Consultant	<input type="checkbox"/>				
Step5: Trng Proc	Processor East, Training					

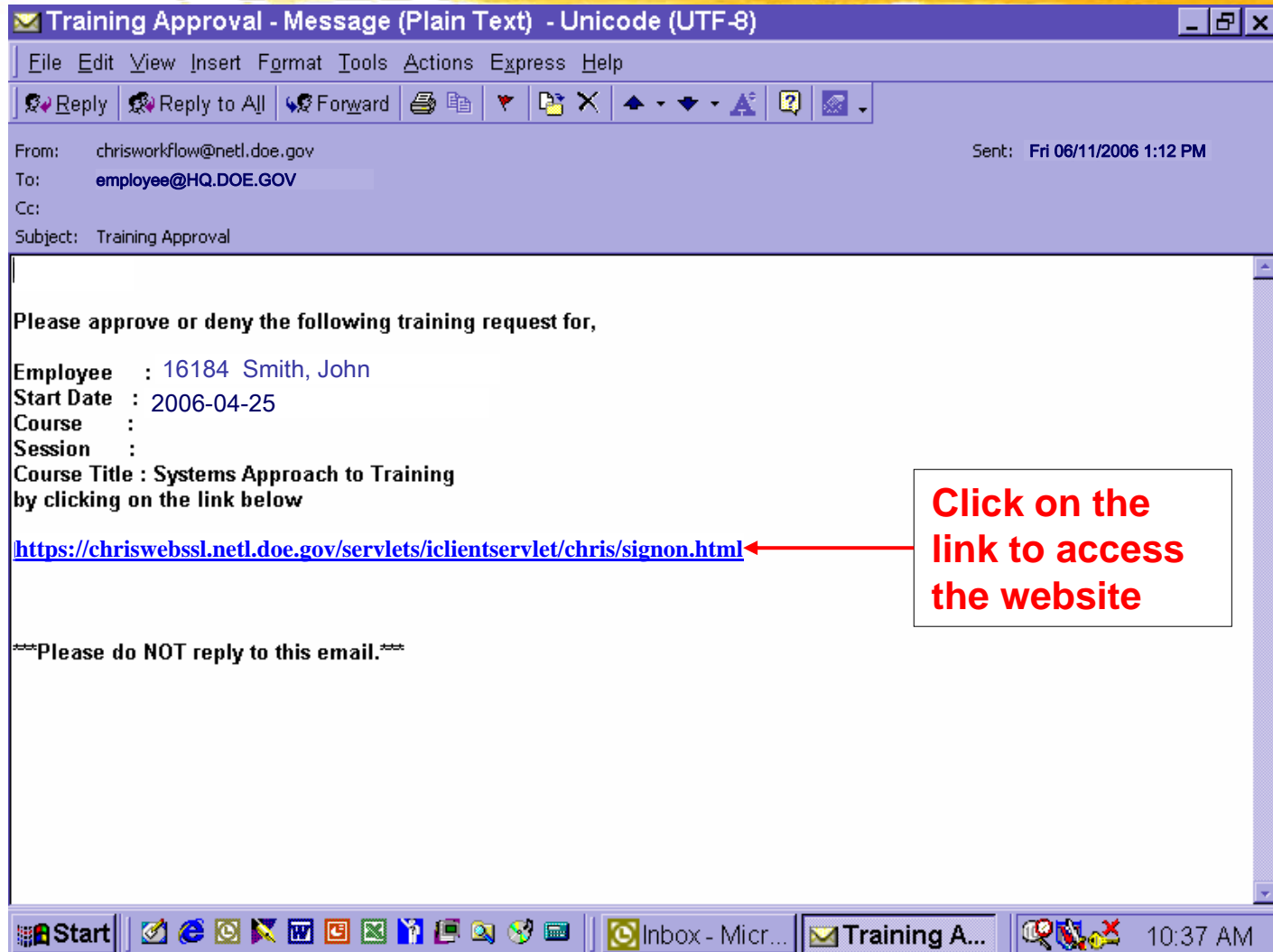
Remarks:

**Click on the magnifying glass to select another approver.**

**Click Save.**



# Complete a Training Request



Click on the  
link to access  
the website



# CHRIS Training Workflow Process

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Access the CHRIS Workflow Website

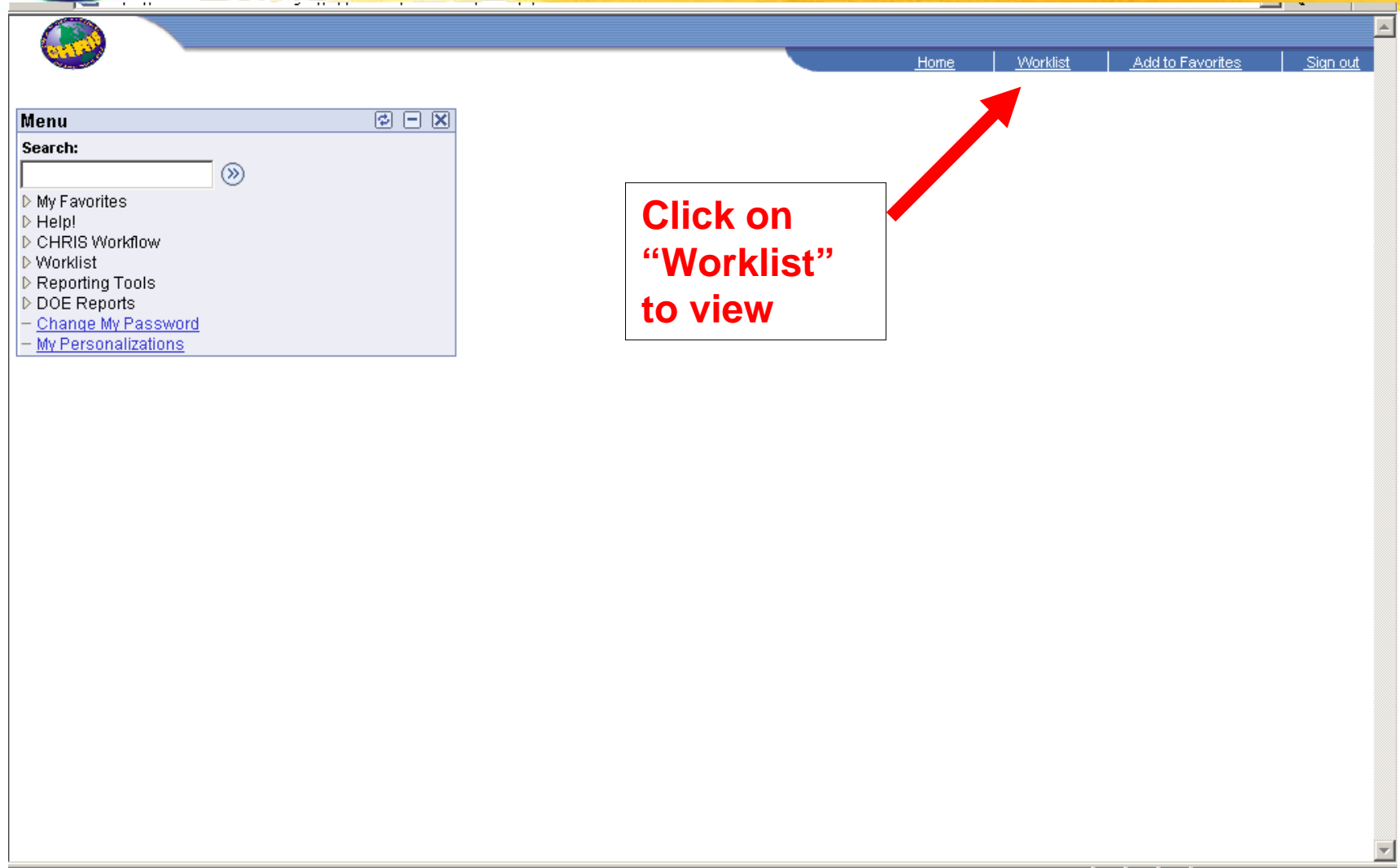
Set up or update your Employee Training Workflow Profile

Complete a Training Request

Approve a Training Request



# Approve a Training Request



**Click on  
"Worklist"  
to view**



# Approve a Training Request

The screenshot shows the CHRIS (Corporate Human Resource Information System) interface. On the left is a 'Menu' sidebar with options like 'My Favorites', 'Help!', 'CHRIS Workflow', 'Worklist' (selected), 'Reporting Tools', 'DOE Reports', 'Change My Password', and 'My Personalizations'. The main content area is titled 'Worklist for XEAPP1: Martinez, Marie'. Below this is a 'Worklist' table with columns 'From', 'Date From', and 'Link'. A single entry is shown for John Smith, dated 01/26/2006, with a link to a training request. A red arrow points from a text box at the bottom to this link. The text box says 'Click on the link'. At the top right of the interface are links for 'New Window', 'Customize Page', and 'http'. At the bottom left is a 'Refresh' button.

Menu

Search:

- My Favorites
- Help!
- CHRIS Workflow
- Worklist
  - Worklist
- Reporting Tools
- DOE Reports
- Change My Password
- My Personalizations

Worklist for XEAPP1: Martinez, Marie

Worklist

From	Date From	Link
Smith, John	01/26/2006	<a href="#">Smith, John 2006-09-20, 000418, 0022, Joint DOD/NNSA Nuc Surety Exec...</a>

Click on the link

Refresh



# Approve a Training Request

**Click on "Approval Routing" tab**

**Review training information**

Menu  
Search:  
My Favorites  
Help!  
CHRIS Workflow  
Worklist  
- Worklist  
Reporting Tools  
DOE Reports  
Change My Password  
My Personalizations

Training Request Form | **Approval Routing**

Smith, John Subagency: XJ

Workflow Entry ☒

\*Attendance: Request  
Course Type: Environmental, Safety, & He  
\*Internal/External: Internal  
Course Code: 000418  
Course Title: Joint DOD/NNSA Nuc Surety Exec  
Session #: 0022  
Begin/End Date: 09/20/2006 09/21/2006  
Start Time: 8:00AM End Time: 5:00PM  
Duty Hours: 24 Non Duty Hrs: Total: 24.00  
Vendor ID: 000149  
Vendor Name: Defense Nuclear Weap  
Address Line 1: 1900 Wyoming Blvd SE  
City/State/Zip: Kirtland AFB NM 87117-56  
Country: USA  
Phone:  
Training Location  
City/State/Zip:

Conference  
On IDP  
TQP Related  
Transition Related

Est Direct Costs		Indirect Costs	
Tuition \$	300.00	Travel \$	
Books \$		Per Diem \$	
Materials \$		Other \$	
Other \$			


Training Objectives:  
Remarks:



# Route a Training Request

# Route a Training Request

# Route a Training Request



**Menu**

Search:

»

▷ My Favorites

▷ Help!

▷ CHRIS Workflow

▼ Worklist

- Worklist
- ▷ Reporting Tools
- ▷ DOE Reports
- [Change My Password](#)
- [My Personalizations](#)

HomeWorklistAdd to FavoritesSign out

08/30/2004New WindowCustomize Pagehttp

Training Request FormApproval Routing

ApproversFind | View AllFirst1 of 1Last

Name: Smith, JohnStart Date: 09/20/2006

Course Code: 000418Session #: 0022

Course Title: Joint DOD/NNSA Nuc Surety ExecAttendance: Request

Email: GWPointsVT@netl.doe.govWorkflow Entry: Y

XJ DOE Element to search in Approver Lookups:

Workflow Role	Approver	Skip	Status	Action Date	Recycle	Remark	Denial Remark
Step0: Initiator	Smith, John		Requested	01/26/2006		<a href="#">Training Approver Guide</a>	
Step1: Approver1	Approver 1		Approved				
Step2: Approver2		<input checked="" type="checkbox"/>					
Step3: Approver3		<input checked="" type="checkbox"/>					
Step4: None/Skip	Joe Consultant	<input checked="" type="checkbox"/>					
Step5: Trng Proc	Processor -East						

Remarks:

Click Save.



# CHRIS Training Workflow Process

---

Access the CHRIS Workflow Website

Set up or update your Employee Training Workflow Profile

Complete a Training Request

Route a Training Request

Process a Training Request



# Process a Training Request

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Training Requests should have pertinent information related to the training.

Provide the following information to the Albuquerque Operations Center (AOC)

- Fax:

- Backup documentation; and
- Course information.



# Process a Training Request

From: chrisworkflow@netl.doe.gov

Sent: Fri 2/15/2006 9:48 AM

To: employee@hq.doe.gov

Cc:

Subject: Training Approved

If the course below is an internal DOE class, you have been enrolled.  
If the course is an external course, you are approved for training and should follow your organization's process for enrolling with the vendor.

Start Date : 2006-04-25

Course :

Session :

Course Title : Systems Approach to Training

Location :

Ft. Huachuca, AZ

**Employees are notified by  
email of training enrollment.**

\*\*\*Please do NOT reply to this email.\*\*\*



# CHRIS Workflow Contacts

Contact your Training Consultant when:

- You have questions on how the Workflow process works
- The system is not functioning properly
- You receive an error message when inputting data.

Contact the System Security  
Administrator via email at:

CHRISSECURITY@NETL.DOE.GOV for  
any password or security issues.